



ST. JOSEPH'S COLLEGE
READING • BERKSHIRE

Appointment of Spanish Assistant (Fixed Term)

Information for prospective
members of staff



Appointment of Spanish Assistant

An exciting opportunity has arisen for a part time Spanish Assistant, working 18 hours per fortnight (FTE 0.19), to join St Joseph's College during term time to assist teachers with student learning and progress on a fixed term contract up to and including 8 July 2026.

Responsibilities will include running small conversation groups and supporting teachers and students in the classroom with a range of activities.

The ideal candidate will be available to begin as soon as possible and the post is offered on a fixed term contract until 8 July 2026, term time only including all inset, admin and training days.

Closing Date: 8 October 2025

Early application is encouraged as we reserve the right to close the vacancy early.

Contents

Message from the Head	page 3
About the Role	page 4
Areas of Responsibility and Key Tasks	page 5
Conditions of Service	page 7
Person Specification	page 8
About the College	page 9
Our Missions and Aims	page 10
Why St Joseph's?	page 11
Appointment Procedure	page 13
Interview Process	page 14
How To Find Us	page 15





Message from the Head, Mrs Laura Stotesbury



Thank you for your interest in St Joseph's College. I am delighted that you are considering our school and I trust that this recruitment pack will provide you with the information you require both about the post and the College.

I believe that this is an exciting time to be joining St Joseph's College. There has been a significant growth in the pupil roll over the last few years and the governors are continually looking to invest in the facilities. There is a real appetite for what we have to offer as both an educational establishment and an employer.

The College seeks to be a school which places an emphasis on providing an all-round education: academic, pastoral, social and spiritual, where pupils develop the attributes of commitment, collaboration, confidence, communication and compassion through the various aspects of school life. The College is a very happy place, and colleagues enjoying working here.

I hope that you will want to apply for this post. I recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration.

Mrs Laura Stotesbury
Head

Watch [our video](#) about what it is like working at St Joseph's.

About the Languages Department

The Languages department has 3 full-time and 2 part-time teachers, a French and a Spanish assistant.

Spanish and French are both taught from Year 7 to 13.

French and Spanish are compulsory in Years 7 and 8. In Year 9 students must study at least one Modern Foreign Language. In Years 10 and 11 pupils are taught GCSE French and Spanish in one or two groups, according to demand, and at A Level there is one group for Spanish in both Years 12 and 13 and a group currently for French in Year 13. Most pupils study at least one language at GCSE, some two.

Pupils are prepared for AQA Spanish and French GCSE, AQA Spanish and AQA French A-level. We are proud to nurture progress, and in many cases exceed pupil expectations, with some pupils achieving grade 9 at GCSE and A* at A level, while some go on to study Languages at university.

Trips regularly give pupils the chance to practise the language and make contacts in the country. In recent years, highlights have included visits to Madrid, Andalucia, Valencia and Barcelona in Spain and exchange trips in France with our partner school in Paris.

Near native command of the Spanish language will be crucial, as well as the ability to support and encourage pupils at GCSE and A-level.





Duties & Responsibilities

Key responsibilities

- Small conversation classes in preparation for oral exams for pupils studying GCSE and A-Level
- Small conversation groups of younger pupils to stimulate their interest and enjoyment of the language studied.
- Being in the classroom with Spanish teachers to help with certain activities
- Taking a class on a very occasional basis.
- Supporting individual pupils who are struggling with particular aspects of Spanish in a lunchtime clinic
- Playing a role in examining pupils in internal exams and mock speaking exams.
- Supporting the Head of Spanish with general administration duties such as classroom displays and photocopying

General duties

- Supporting departmental activities such as plays, tapas outings, visits to the theatre or to the cinema
- Attending all relevant INSET days and any relevant external courses recommended by the Head of Spanish
- Working with teachers to support high standards of behaviour and progress.
- As an ambassador for your country, you will be promoting your language and culture at all times by stimulating interest and excitement in language learning by providing valuable assistance to the Spanish Department staff.

Management and administration

- Planning appropriately for lessons and giving feedback on pupils to the class teacher, as appropriate
- Reporting pupil absence in accordance with School procedure
- Reporting pupil concerns to the Head of Spanish
- Attending a weekly meeting with the Head of Spanish to plan and coordinate lessons.



Qualifications/Experience

- Near native command of Spanish essential
- Familiarity with the Spanish GSCE and A Level specification desirable
- Education to Degree level desirable
- Opportunities to develop teaching practice

Conditions of Service

The role is for 18 hours per fortnight during term-time and on staff training days (totalling approximately 35.4 weeks per annum). The post is a fixed term position until 8 July 2025.

The contract for this position is for a total of 41 weeks per annum, which includes 5.6 weeks paid leave (pro-rata for part-time employees), including public and bank holidays, which you are required to take as they fall during the year and a pension scheme is available.

Conditions of Service

This position is offered on a fixed term basis up to and including 8 July 2026.

The hours of work are 18 hours per fortnight (FTE 0.19), Monday to Friday. The post is for 41 working weeks, which includes all term-time days, inset and staff training days. There is an entitlement to 5.6 weeks' paid holiday per annum (pro-rata for part-time staff) and this includes public and bank holidays which is reflected in the salary.

There is the possibility a small number of evening commitments during the course of the school year, which can be claimed as TOIL.

The post holder will receive a negotiated salary, depending on experience and qualifications. The College has a contributory pension scheme in operation.



Person Specification

Criteria	Essential	Desirable
Education, Qualifications and Experience	Near native command of Spanish	Education to Degree level Familiarity with the Spanish GSCE and A Level specification Experience of working in an educational environment (school, college)
Skills and Attributes	Excellent communication skills Excellent time management skills	
Personal Qualities	Ability to work independently and proactively Forward-thinking approach Ability to work calmly under pressure Ability to establish good working relationships, work well in a team and follow directions from line manager Enthusiastic and able to enthuse and encourage others Flexible, organised, reliable and punctual	
Other Requirements	Fully supportive of the College's Catholic tradition Able to promote the image of the College through an articulate and confident approach Commitment to safeguarding and wellbeing of all pupils	Commitment to the whole life of the College Able to promote the image of the College through an articulate and confident approach



About the College

St Joseph's College is the leading independent day school for boys and girls aged 3 to 18 in Berkshire. It is fully co-educational and consists of the Senior School (ages 11 to 18) and the Prep School (ages 3 to 11). The Senior School and Prep School are located within a single campus.

Awards

The College has won several awards over recent years including TES Independent School of the Year, Outstanding Progress at the Education Business Awards and Outstanding Leadership Team at the Leadership Awards.

Ethos

St Joseph's is a Catholic school welcoming pupils of every faith or no faith. Pupils are educated in an atmosphere where Christian values and standards are recognised and established. The size of our classes means everyone receives the individual guidance and support they need to achieve their potential. Staff, pupils and parents form strong links, with a focus on both the academic progress and the well-being of each pupil. We encourage all pupils to develop an awareness of their own role in society.

Points of Entry

The main points of entry to the school are at age 3, 11, 13 and 16. Entry into the Senior School is by formal assessment, and around 60% of applicants to the Senior School are from maintained primary schools.

Leavers' Destinations

The majority of Sixth Form leavers go on to their choice of university to study a diverse range of subjects. Examination results are strong and improving year-on-year, however our focus is very much on producing young adults who also have skills for life such as confidence, social skills and a good understanding of the world around them.

Recent Developments

During the past six years the Governors have taken a number of measures to develop the College. In addition to becoming co-educational these include an emphasis on marketing and a substantial investment in facilities, buildings and staff. Consistently rising pupil numbers provide momentum for growth and the confidence to make further investment.

The Future

Looking to the future, St Joseph's will continue its ambitious plans to enhance and develop the College. However, we will ensure that as we grow, our caring ethos remains at the heart of the College. The warm and friendly nature, together with the way pupils display concern and respect for one another, are often commented upon by visitors and parents. We are proud of this and it is one of the most rewarding aspects of working here.

Our Mission and Aims

At St Joseph's, our mission is to encourage, inspire, challenge and support pupils to fulfill their potential in a community founded on Catholic Christian values.

We aim to develop life skills of compassion, commitment, collaboration, confidence and communication in each pupil, throughout each of their years at the school.

The College's ISI inspection took place in May 2022

The Educational Quality Inspection report examines the quality of the school's work and focusses on two key outcomes:

- The achievement of the pupils, including their academic development, and
- The personal development of the pupils.

Their key findings were that the quality of the pupils' academic and other achievements is good. They commented that 'pupils have a strong focus in lessons and work positively both as independent and collaborative learners'.

They found that the quality of pupils' personal development is excellent, noting that 'pupils have a very positive attitude towards supporting other people both within the school and wider community', and 'pupils embrace positively the diversity of their school and respect and value their differences'.

The school scored highly in other areas too, with inspectors praising the co-curricular opportunities offered by the school, noting 'pupils achieve success in a wide range of activities both within and beyond the classroom and they gain valuable new skills from their involvement'.



Regulatory Compliance Inspection Report

Regulatory compliance inspections from ISI focus on whether the school meets the Education (Independent Schools Standards) Regulations and the Early Years Foundation Stage Statutory Framework. These are the national standards for all independent schools. In each of the eight discrete areas, including all areas relating to safeguarding, the inspectors found that 'the standards are met'. This is the highest possible achievement under this current inspection framework and is a huge accolade.



Why St Joseph's?

At St Joseph's we offer:

- A safe and happy environment in which academic and social skills are developed
- Education for boys and girls from age 3 to 18
- A varied curriculum and excellent facilities
- A strong sense of community
- High academic reputation
- Wide range of extra-curricular activities including a strong tradition of music and drama

St Joseph's is staffed by teachers who combine the best in traditional educational values with a sharp awareness of what is appropriate for pupils who need to be prepared for the twenty-first century. Our pupils are encouraged to be confident, questioning, independent learners, whilst at the same time developing a moral and spiritual sense of purpose in their lives and in their studies.

Salary

The College has its own salary scales, with starting salaries dependent on the experience and qualifications of the successful candidates. Salary scales are reviewed annually by the Governors, to ensure they remain competitive. Annual salary is paid by bank transfer on the last working day of each month, in 12 equal monthly instalments.

Non-contractual benefits

School fee reduction

Staff at St Joseph's College (who are not employed on casual contracts) are eligible for a staff discount on basic tuition fees of 50% for full-time staff, pro rata for part-time staff, subject to their child(ren) meeting the entrance requirements.

Childcare vouchers

St Joseph's participates in the government's salary sacrifice childcare voucher scheme or government tax-free childcare scheme.

Pension

The college participates in a contributory pension for non-teaching staff. Further details are available from the Bursar's office.

Drinks and snacks

Tea, coffee and biscuits are available to all staff at break time, and there is access to hot drinks throughout the day. Snacks and light meals are provided to staff when working later in the evening for school events.

Lunch

A duty meal may be obtained from the Dining Hall between 12.00pm and 2.00pm.

Laptop

Teaching staff are loaned a school laptop to assist with their teaching and administration, and docking stations are available throughout the school.

Use of a private vehicle

Subject to a journey being approved by the Bursar or Head, staff can use their private vehicle for school journeys during working hours. The insurance will be under the school's insurance and staff can claim for mileage.

Car parking

All staff may park in the school car park, subject to the availability of a space. A valid school parking permit must be displayed clearly on the windscreen of any car parked onsite.

Counselling

Staff have access to a 24 hour telephone counselling helpline. In addition, the lay chaplain or visiting school counsellor may be able to see staff.

Legal advice

Staff have access to a 24 hour legal information telephone helpline, covering issues such as consumer rights, debt, tax and personal injury.

Healthcare helpline

A telephone based healthcare support service is available to all staff at no cost.

Swimming pool

Staff are permitted to use the school swimming pool during designated staff swimming sessions.

CPD and training

Professional development is nurtured and encouraged. The school has a full annual INSET programme and staff have access to the National College Platform. There is strong support for new teaching staff. Early Career Teachers can undertake their accredited ECT years through the Independent Schools Teacher Induction Panel and a number of members of staff have completed teaching qualifications whilst employed at St Joseph's.

Staff Room

There is a professional, friendly and supportive Staff Room, together with departmental workspaces throughout the school.

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.





Appointment Procedure

- Applications will only be accepted from candidates completing the College Application Form in full, accompanied by a covering letter.
- The covering letter should illustrate specifically why you think you should be considered for this role, giving clear evidence of how your skills and experience meet the requirements of the role. You should give clear examples, and relate these to the job description and person specification.
- These should be emailed to recruitment@sjcr.org.uk or alternatively sent by post to Mrs Guest, HR Coordinator, St Joseph's College, Upper Redlands Road, Reading, Berkshire RG1 5JT. Electronic application is encouraged and preferred.
- **Closing Date: 8 October 2025**
Early application is encouraged as we reserve the right to close the vacancy early.
- All offers of employment are subject to the receipt of two satisfactory references, one of which must be from your current or most recent employer. For shortlisted applicants for teaching posts, references may be taken up prior to interview.
- St Joseph's College employs personnel who are best qualified for the post without discrimination in respect of age, disability, race, gender or native origin.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Successful applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.
- A copy of the College Recruitment, Selection and Disclosures Policy and Procedures can be found on the College website: <https://www.sjcr.org.uk/vacancies/>

Interview Process

- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- During your visit you should expect to attend a number of interviews with different members of staff. We will also assess your suitability to work with children.
- The interview may include other forms of assessment such as administrative tests, a presentation, or a demonstration of relevant practical or other skills.
- In addition to formal interviews there will also be an opportunity for shortlisted candidates to tour the College and to meet prospective colleagues.
- The College requests that all candidates invited to interview also bring with them:
 - A birth certificate, a current driving licence including a photograph and a passport
 - A utility bill or financial statement issued within the last three months showing the candidate's current name and address
 - Where appropriate any documentation evidencing a change of name
 - Proof of entitlement to work and reside in the UK

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



How to find us

- St Joseph's College is situated in central Reading, near the University and the Royal Berkshire Hospital. It is close to the M4 (Junction 11) and has excellent transport links.
- If travelling by train, the school is approximately 20 minutes' walk from Reading Station, or alternatively there are a number of local buses that stop close by.
- To accurately locate the College entrance at 64 Upper Redlands Road on some GPS satellite navigation systems it may be necessary to use the postcode RG1 5JP.

